

SENIOR SOCIAL PLANNER

POSITION DESCRIPTION

Position Title:	Senior Social Planner
Responsible To:	Team Leader, Social Planning
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 7

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Government departments and non-government organisations Community members and groups Peak bodies and relevant networks Community Stakeholders and Service Providers

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Primary Purpose

As part of the Park Lands, Policy & Sustainability Program the Senior Social Planner will:

- Support a holistic approach to Council's planning, policy and community development by developing and conveying knowledge and understanding of social trends, programs and policies
- Provide expert advice and is responsible for project management, social impact analysis, research, policy and program development and intergovernmental and sector liaison
- Develop and implement a range of policy documents and business cases that support Council's Strategic Planning Framework

Responsibilities

The Senior Social Planner is responsible for:

- Social policy, planning, infrastructure and strategic program development
- Researching, analysing and identifying social trends and community needs that impact upon the City of Adelaide residents, workers, visitors and students
- Contributing to the delivery of the Social Planning Team's priorities; current priorities include delivering on Council's Homelessness Strategy, Disability Access and Inclusion Plan, Safer Cities, and social infrastructure planning aligned to Council's new 2024-2028 Strategic Plan
- Preparing and presenting information, advice and recommendations to Council and Executive Management on social policy, infrastructure, planning and program development issues and services
- Representing Council in the development of strategic partnerships and initiatives with State and Federal Government bodies and the non-government sector to meet social and community needs
- Preparing and providing information and responses to the community about Council's policies, programs and services as related to Social Planning
- Undertaking the Executive Officer role to the Access and Inclusion Advisory Panel
- Providing a key coordination and contact point between residents, businesses and the agencies that provide support to people experiencing disadvantage
- Participating in forums, industry meetings, cross sector project groups and other mechanisms for sharing information and facilitating joint action.
- Working effectively with community members to build community capacity and increase community understanding and celebration of social diversity.
- Evaluating, reviewing and strategic development of programs and services provided by City of Adelaide and /or partner organisations
- Managing projects and consultants

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Social Planning, Social Work/ Social Sciences or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Experience in supervising small work teams, volunteers and students.	Desirable
Financial Skills & Acumen	Demonstrated ability to develop and manage budgets for the delivery of programs and contracts.	Essential
Technical Knowledge & Experience	Proven experience in social research and planning, policy development, monitoring government policy, analysing data, project managing and implementing social infrastructure initiatives. Sound knowledge of community engagement principles and their application. Knowledge of community and social development principles and their application including understanding of the role of a Capital City Government, needs of different population groups and socio-urban characteristics of an inner city environment and the social service responses. Understanding of major social policy issues and players, including the role of the non-government sector and the 3 spheres of government in the provision of social services. Knowledge of government and non-government policy and programs and sources of funding and current social research institutions.	Essential
Project Management	Project management and program development skills and experience, including the ability to research, develop and implement any projects within the Program as required.	Essential
Innovation & Initiative	Proven experience in applying/managing best practice principles to the development of strategies and plans, initiatives, programs, policy and procedures. Strong conceptual, strategic thinking and analytical skills with attention to detail.	Essential
Resource Management & Decision Making	Demonstrated ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and flexibility respond to changing demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Demonstrated commitment to internal and external customers and to working with the community through consultation using community development principles.	Essential
Collaboration & Communication	Highly developed written and oral communication skills demonstrated through report writing and public presentations. Proven ability to build positive collaborative relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, non-government organisations, stakeholders and the community both verbally and in writing.	Essential

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Administrative Skills	High degree of information technology, organisational and time management skills. A thorough understanding of practises, procedures and outcomes required of records management. An awareness of Workplace Health & Safety issues, standards and actions in the workplace.	Essential
Government Experience	Knowledge of Development Planning and/or experience working in a City government environment.	Desirable

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.